

COMMITTEE OF BAR EXAMINERS

OPEN SESSION AGENDA ITEM

AGENDA ITEM NUMBER: August 2014 – O-301

2013-2014 Goals and Accomplishments Operations and Management Subcommittee As of 08/2014

1. Consider proposed adjustments to Administrative Fee Schedule, which must be approved by the Board of Trustees before implementation. **October 2013.**

Proposed adjustments to Admissions Fees adopted by the Committee and approved by the Board of Trustees during its November 2013 meeting.

2. Review Proposed 2014 Budget. **December 2013.**

During the Committee's January 2014 meeting, the Senior Director, Admissions reported that the 2014 Office of Admissions budget had been adopted by the State Bar of California's Board of Trustees during its January 2014 meeting and that in conformance with the assumptions in that budget, staff was directed to prepare a proposal regarding adjustments to admissions fees for consideration by the Committee during either its March or April 2014 meeting.

3. Review report on administration of the First-Year Law Students' Examination. **December 2013/June 2014.**

Reports were reviewed by the Committee during its December 2013 and June 2014 meetings.

4. In conjunction with the Subcommittee on Examinations, review reports on administration of the California Bar Examination. **March 2014/August 2014.**

Reports were reviewed by the Committee during its March 2014 and August 2014 meetings.

5. Consider Proposed Policy on the Wearing of Headwear by Applicants at Examination Test Centers. **March 2014.**

A proposed policy was reviewed and adopted by the Committee during its March 2014 meeting.

6. Proposed Adjustments in Fees. ***April 2014.***

Proposed adjustments to Admissions Fees adopted by the Committee and approved by the Board of Trustees during its July 2014 meeting.

7. Review and approve guidelines for *Admissions Rules* and Committee policies. ***June 2014/August 2014.***

Due to other priorities, consideration of proposed guidelines was deferred.

8. Consider establishment of formal acknowledgement/recognition program for long-term staff, Graders, proctors and other consultants. ***January 2014.***

In addition to the State Bar's recognition program, long-term staff currently is recognized with a certificate from the Committee upon reaching 20 years of service. Acknowledgment of service by contractors is on a case-by-case basis.

9. Review and change, if necessary, the policy relating to the retention of electronic records data in-house and by consultants. ***August 2014.***

The State Bar has retained a consultant to review the document/records retention policy of the Bar and prepared proposed policies and procedures. The policy will be acted upon by the State Bar management and Board of Trustees and will not be an item that requires Committee action.